

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency

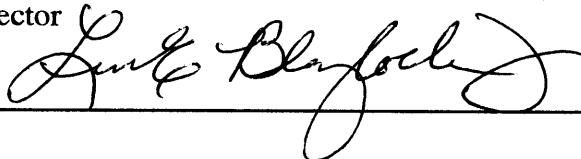
Little Rock, Arkansas 72201

AR Notice AO-113

For: All State and County Offices Employees

FY 2004 Mid Year Workload

Approved by: State Executive Director



1 Overview

A Background

For FY 2004 Mid Year a full Workload Report will be completed. To assist in the completion of the mid-year workload report, 12-AO (Rev 20) has been amended to include instructions for County Office. National Notice AO-1302 has been issued to provide additional instructions for County Offices

B Purpose

To provide guidance for completing the FSA-55-1 Report.

2 Information

- Handbook 12-AO (Rev 20) provides detailed instructions.
- Software is contained in release 534.
NOTE: *Workload queries must be run before installing County Release No. 535*
- National Notice AO-1302 provides instructions for FY 04 Mid-Year Workload and Work Measurement Reporting.
- Work Item descriptions are in 12-AO (Rev 20) Part 5.
- A booklet providing detailed explanations of each query is currently available on the Work Measurement/Workload Homepage at:

Type - <http://dcffasintranet.usda.gov/bd/budget.htm>

and

Select - "Work Measurement/Workload Homepage"

3 DD Action

District Directors shall perform a review all reports from their districts in accordance with 12-AO (Rev 20), paragraph 9920A and paragraph 9925A and B.

Disposal Date

September 30, 2004

03-30-04

Distribution

FSA Offices

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4 County Office Action

County Offices shall:

Refer to 12-AO (Rev 20) Exhibit 13 for instructions. Complete and transmit FSA-55 as follows:

- Verify the FY03 estimates rolled over to column (1) from the last FSA-55 Report by comparison to BU-533R Report 1. (Report No. 1 is being provided to all counties under separate cover.) Make correction to column 1 as appropriate.
- Complete columns (2) for all reportable work items by use of queries and manual count.

NOTE: *Query totals automatically entered into column 2 cannot be changed.*

Some query counts may require an adjustment for a manual count because certain activities are not captured by the query. When applicable adjustments are required (*in accordance with Exhibit 13 or a Q&A sheet*) for a query count, County Offices shall use the fillable **Workload Query Adjustment Worksheet**. Follow National Notice AO-1302, paragraph 3 C for further instructions. All Workload Query Adjustment Worksheets should be e-mailed to Rhonda O'Guinn at rhonda.oguinn@ar.usda.gov no later than **April 12, 2004**.

When County Offices have manual counts for queried items other than those listed on the "Workload Query Adjustment Worksheet", a memorandum must be prepared and sent to the State Office. Adjustments to the query count will not be considered unless documentation supporting the revised unit count is provided. Follow National Notice AO-1302 paragraph 3D, page 5 for the information the **Query Correction Memo** should contain and submit to the State Office no later than **April 12, 2004**.

- Perform at least one validity check after all data is entered. Review all validity check exceptions utilizing the exception report. If any unit counts are modified after validation, perform another validity check prior to transmission. Send an **Exception Justification Memo** to the State Office on all exceptions by **April 12, 2004**.
- Changes may be made any time prior to transmission. Remember to CMD 11 after corrections are entered.
- Queue transmission **no later than 04-12-04**. Maintain a copy of the transmitted FSA-55-1 for your files and for response to State Office inquiries.
- Combined County Offices shall follow instructions found in the following procedure:

12-AO (Rev 20), paragraph 9919

12-AO (Rev 20), Exhibit 10 paragraph 1D

National Notice AO1302, paragraph 3D, page 5

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4 County Office Action (*continued...*)

- **FLP** – Only Type 1 County Offices shall report Farm Program Loan activity. For additional information refer to the following for further clarification:

12-AO (Rev 20), subparagraph 9919C
National Notice AO-1302 paragraph 3H, page 7
National Notice FLP-341
Handouts from the FLP Workload Reporting Training

- County Offices shall submit the following information by ***April 12, 2004***:

- **Workload Query Adjustment Worksheet** (by e-mail)
(*Reference: National Notice AO-1302*)
- **Query Correction Memo and Supporting Documentation**
(*Reference: National Notice AO-1302, paragraph 3C, page 5*)
- **Exceptions Justification Memo** (separate memo)
(*Reference: National Notice AO-1302, paragraph F, page 6*)

- County Offices should also check the Work Measurement/Workload Homepage daily for additional information and question/answer sheets.

5 State Office Action

State Office Specialist shall review the Workload and Work Measurement Reports in accordance with 12-AO (Rev 20), paragraph 9923 and paragraph 9925A and B. Also reference should be given to National Notice AO-1302, paragraph 4 D, page 8 and 9.

State Office Supervisors please ensure that your staff understands their responsibilities and that someone from your staff enters all changes (made by your staff) in the system.

6 Work Measurement

Work Measurement Counties are reminded that no units shall be entered on FSA-54 during the second quarter. The units will be pulled from the FY04 Midyear Workload Report. Refer to National Notice 1302, paragraph 3I, page 7 for additional information. Due Date is April 12, 2004.

7 Contact

Contact Rhonda O'Guinn at 501-301-3018 or rhonda.oguinn@ar.usda.gov if any questions arise.